

Centers for Disease Control and Prevention  
Centers for Public Health Preparedness (CPHP) Program

**2004-2005 CPHP Exemplar Group Charter**  
*Local Public Health Preparedness Tools*

**PURPOSE**

The purpose of the Centers for Public Health Preparedness (CPHP) Local Public Health Preparedness Tools Exemplar Group is to produce a paper, which describes the existing unique CPHP network materials specifically related to local public health agencies. The paper or “toolkit” will be a national resource helping local health agencies successfully navigate CPHP network products and courses to determine which option best meets their needs.

**MEMBERSHIP**

*General Membership*

Exemplar Group members are subject matter experts and others with knowledge of CPHP program activities relevant to the group’s charge. These members are responsible for soliciting and disseminating information from workgroup session to others within their CPHPs and include:

Name	Title	Email Address
Daniel J. Barnett	Training Specialistf	<a href="mailto:dbarnett@jhsph.edu">dbarnett@jhsph.edu</a>
Cindy Parker	Training Specialist	<a href="mailto:ciparker@jhsph.edu">ciparker@jhsph.edu</a>
Crystal Shrestha		<a href="mailto:cshresth@jhsph.edu">cshresth@jhsph.edu</a>
Bill Stanhope	Associate Director for Special Projects	<a href="mailto:stanhowd@slu.edu">stanhowd@slu.edu</a>
Alina Dorian	Senior Program Manager	<a href="mailto:adorian@ucla.edu">adorian@ucla.edu</a>
Patrick Lenihan	Faculty Coordinator	<a href="mailto:Dlenih1@uic.edu">Dlenih1@uic.edu</a>
Elaine Rickett	Health Education Coordinator	<a href="mailto:erickett@uic.edu">erickett@uic.edu</a>

*Group Organization and Leadership*

As designated by the membership of the exemplar group, the following members will serve as the primary points of contact and leadership for the exemplar group.

XXX

The exemplar group leadership members will be responsible for finalizing the group’s charter, and other core activities necessary to keep the group on task and deadline. The leadership will act as the primary point of contact for the CDC Expert Liaison and ASPH Coordinator.

## **STANDARD OPERATING PROCEDURES**

### ***Communications***

The group will meet primarily via conference call. Leadership of the group will meet more frequently as necessary.

ASPH will support Intranet and Workgroup functions to facilitate the sharing of written communication between group members. Group members will be responsible for posting materials to the exemplar group site.

### ***Agenda and Meeting Objectives***

Exemplar group meetings will be executed according to a pre-established agenda and meeting objectives. Describe process for development and distribution to exemplar group members.

Exemplar group meetings will be executed according to a pre-established agenda set by the exemplar group leadership and ASPH program coordinator.

### ***Voting***

The exemplar group will work toward developing a consensus on the workplan and the contents of the toolkit. Where consensus cannot be achieved the group will vote to resolve any differences of opinions. ASPH program coordinator will facilitate voting.

## **KEY ACTIVITIES**

### ***Proposal for Toolkit***

### ***Timeline***

Develop a proposed timeline for completing key group activities, including development and completion of the proposed toolkit. List activities and planned due dates for each.